

6	Course Data Standard		
<b>KDE Contact (Data Steward)</b>	Robin Chandler	Updated	07/24/13
<b>Description</b>	This standard reflects the information required to correctly enter data for the Course tab for accurate LEAD reporting and Teacher of Record (TOR) linkage		
<b>Data Standard Reg sites, data use, etc.</b>	<ul style="list-style-type: none"> <li>• LEAD Reporting (KRS 161.1221; 16 KAR 1:050)</li> <li>• <a href="http://www.epsb.ky.gov/certification/LEAD.asp">www.epsb.ky.gov/certification/LEAD.asp</a></li> <li>• Uniform Academic Course Codes <b>704 KAR 3:540</b></li> <li>• The Kentucky Uniform Academic Course Code list can be found at: <a href="http://education.ky.gov/curriculum/docs/pages/kentucky-uniform-academic-course-codes.aspx">http://education.ky.gov/curriculum/docs/pages/kentucky-uniform-academic-course-codes.aspx</a></li> </ul>		
<b>How is data used</b>	<ul style="list-style-type: none"> <li>• Uniform Academic Course Code auditing</li> <li>• Local Educator Assignment Data (LEAD) Reporting</li> <li>• Highly Qualified Reporting</li> <li>• Teacher of Record/PGES</li> <li>• Data sharing between systems – CIITS &amp; P20 Data Mart</li> </ul>		
<b>Noted Changes for current year</b>	Staff History Tab (added January 2012)		
<b>Available Ad-Hoc &amp; Reports</b>	<p>In order to improve the data quality of course code linking, each year schools need to run this custom report to find out what courses are linked to invalid state course codes and which courses have not been linked to a state course code at all. This will allow schools to make sure courses are not linked to courses that no longer exist and that all courses are linked to a standard course code. Correcting these issues immediately will assist with the LEAD reporting as well as provide quality data to use when linking students to teachers.</p> <p><i>Path: KY State Reporting &gt; KDE Reports&gt; Missing or Invalid Course StateCodes</i></p>		
<b>Available Training</b>	<p>LEAD Training provided by EPSB</p> <p>Webinar provided by KDE/EPSB Staff on <a href="#">Course Codes Website</a></p> <p>Campus Community –Course Codes <a href="https://community.infinitecampus.com/kb/display/DOC/Course+Codes">https://community.infinitecampus.com/kb/display/DOC/Course+Codes</a></p> <p>Scheduling training provided by Infinite Campus <a href="http://icu.infinitecampus.com/">http://icu.infinitecampus.com/</a></p>		

**6A**

Course Master (If used by district)

**Campus Path:** Grading & Standards > Course Master

Information entered in the Course Master will pre-populate the Course Tab

**102 READING**  
Catalog: District Catalog

**Course Master Info** | **Grading Tasks** | **Standards**

Save X Delete New

**Course Master Detail**

\*Course Catalog  
District Catalog

\*Number  
102

State Code  
701010

GPA Weight  
0

Type  
[v]

Difficulty Level  
[v]

\*Name  
READING

Department  
[v]

Transcript  
☒

Active  
☒

Activity  
[v]

**Description**

Description  
Cutting and pasting from third party products, e.g., Microsoft Word, is not recommended.

[Rich Text Editor with Source button]

**Custom Data Elements**

**State Code:** Enter appropriate state code. State course codes are six numerical digits and should not end with 00. When functionality for Course Codes is turned on, search functionality when looking for course information will pull from the Course Codes list and begins to populate as data is entered in the State Code field. Search functionality will continue to actively narrow results as more information is entered. Results will populate based on matches to State Edition course codes.

Use the following web link to find appropriate state code:

<http://education.ky.gov/curriculum/docs/pages/kentucky-uniform-academic-course-codes.aspx>

Please see standard 6C for additional information regarding the State Course Codes

**GPA Weight:** Percentage of course grade for Grade Point Average (GPA) calculation only

**Type:** Select if course is Virtual or Performance Based. (See additional data elements on the Grading Tasks

section of this document)

- Virtual – select if course is an offsite Virtual Course, any students that pass this course, school will then become eligible for Average Daily Attendance (ADA) funding
- Performance - select if course is a Performance Based Course, any students that pass this course, school will then become eligible for ADA funding

Performance Based Credit may be awarded for satisfactory demonstration of learning based on content standards described in the program of studies, 704 KAR 3:303, regardless of the number of instructional hours in one (1) subject. The awarding of credit based on performance requires a rigorous performance standards policy, including performance descriptors and assessments that provide evidence of demonstrated knowledge and skills.

**Difficulty Level:** Select from the drop down menu if Advance Placement (AP) course or International Baccalaureate (IB) course

**6B**

Course Tab

**Campus Path:** Scheduling > Add Course

Select course from course master

**Add Course**

Save X Delete

**Course Editor**

\*Number: 11061504    \*Name: ART III    Standards-based: ☐    Active: ☒

Subject Type:     State Code: 500719    Department:

Schedule Load Priority:     Max Students:     Terms: 0    Schedules: 0    Periods: 0    Sections to Build: 0

GPA Weight: 0.5    Bonus Points: ☐    Transcript: ☒    Required: ☐

Type:     Difficulty Level:     Activity:

Homeroom: ☐    Allow requests: ☐    Allow teacher requests: ☐    Attendance: ☐    Unit Attendance: ☐

Teaching Method: 01: Direct Instruction    Instructional Setting: 01: Onsite Classroom

Comments:

**State Code:** Prepopulated from Course Master:

Please see 6A Course Master

**Max students:** Set number of students allowed per section in Master Schedule

**Terms:** Enter number of terms the course is offered

**Periods:** Enter the number of periods per day the course is offered

**GPA Weight:** Percentage of course grade for Grade Point Average (GPA) calculation only (Prepopulated from Course Master)

**Bonus Points:** Check box if weight will be added to GPA

See additional data elements under Grading | Score Groups and Rubric

**Type:** Select if course is Virtual or Performance Based. (See additional data elements on the Grading Tasks section of this document) (Prepopulated from Course Master)

- Virtual – select if course is an offsite Virtual Course, any students that pass this course, school will then become eligible for Average Daily Attendance (ADA) funding
- Performance - select if course is a Performance Based Course, any students that pass this course, school will then become eligible for ADA funding

Performance Based Credit may be awarded for satisfactory demonstration of learning based on content standards described in the program of studies, 704 KAR 3:303, regardless of the number of instructional hours in one (1) subject. The awarding of credit based on performance requires a rigorous performance standards policy, including performance descriptors and assessments that provide evidence of demonstrated knowledge and skills.

**Difficulty Level:** Select from the drop down menu if AP course or IB course

**Teaching Method:** (The methods used for instruction) Choose from the drop down menu the appropriate teaching method for this course section

- 01: Direct Instruction (default setting) – traditional course taught by a teacher employed by the district.
- 02: 3<sup>rd</sup> Party Contract – course taught by a 3<sup>rd</sup> party contractor **other than virtual, dual credit, or National Academy Foundation (NAF)** (e.g., auto mechanic, golf instructor, Head Start provider).
- 03: JCPS Self Study – do not use.
- 10: Digital Learning Provider – virtual course that uses a digital platform **other than credit recovery** (e.g., JCPS eSchool, KET, BAVEL).
- 11: Dual Credit – District Offered – dual credit course taught by a teacher employed by the district, and students **are not enrolled in the NAF Academy**.
- 12: Dual Credit – College Offered - dual credit course taught by a teacher employed by a postsecondary institution, and students **are not enrolled in the NAF Academy**.
- 13: Credit Recovery – Direct Instruction – course taught by a teacher employed by the district that allows students to earn credit for a course they previously failed.
- 14: Credit Recovery – Digital Learning Provider – computer-based course that allows students to earn credit for a course they previously failed (e.g., PLATO, APEX, Odyssey, NOVEL/STARS).
- 15: Transitional Course – KDE Curriculum – course that uses the transitional curriculum framework

sponsored by KDE (found at <http://education.ky.gov/educational/int/hscf/Pages/default.aspx>).

- 16: NAF Academy Course – National Academy Foundation (NAF) curriculum course (see <http://naf.org/>) that is **not dual credit**.
- 17: NAF Academy Dual Credit – District Offered – dual credit course taught by a teacher employed by the district, and students **are enrolled in the NAF Academy**.
- 18: NAF Academy Dual Credit – College Offered – dual credit course taught by a teacher employed by a postsecondary institution, and students **are enrolled in the NAF Academy**.
- 19: District Provided Self Study –independent self-study course.

**Instructional Setting:** (The location where instruction takes place) Choose from the drop down menu the appropriate instructional setting for this course section

- 01: Onsite Classroom – course taught primarily in the school building.
- 02: Offsite Vocational – course taught at a vocational school away from the school building.
- 03: Offsite College – course taught at a postsecondary institution.
- 04: Home/Hospital –course taught in a home/hospital setting.
- 05: Online – course taught online with no seat time.

**Attendance:** Select if attendance is required to be taken in this course for ADA funding purposes (Do not select attendance if virtual or performance based)

<b>6C</b>	<b>Section tab</b>
<b>Campus Path:</b>	<b>Scheduling &gt; Add Course &gt; Section</b>

**102-1 READING**  
Teacher: BINGHAM, P

**Section** Staff History Roster Attendance Grading By Teacher

Save Delete

**Section Editor**

SectionID  
**21298**

\*Section Number Teacher Display Name  
1 BINGHAM, P

Max Students Lunch Count Milk Count Adult Count  
(30) ☐ ☐ ☐

Room Skinny Seq Team Homeroom  
☐ ☐ ☐ ☒

\*Highly Qualified  
Highly Qualified ☐

**Primary Teacher**  
MORALES, ALESHIA EUPHEMIA

**Section Staff**  
SMITH, BRITTNEY SHAUNTAE

Special Type  
01: None ☐

Population ID ☐

Core Content ☐

**Section Number:** Each section must have a distinct section number

**Highly Qualified:** If the teacher's Highly Qualified status for this course has been determined, choose from the appropriate drop down option. Options are as follows:

- Highly Qualified
- Not Highly Qualified
- Not Applicable

**Special Type:** Indicate courses designated as one of the special type courses. 02: Alternative Classroom must be selected for any course received by a student placed in an alternative education program. All content courses offered at the alternative school must have a section with a Special Type of Alternative Classroom.

**Population ID:** Indicate the population from the drop down menu only if there are no students in the course.

**Core Content:** Only select a core content if state code 909999 has been indicated on the course tab. This should be blank in most cases

6D	Staff History Tab
<b>Campus Path:</b>	<b>Scheduling &gt; Add Course &gt; Section &gt; Staff History</b>

  

**106-1 HANDWRITING**  
 Teacher: Easter, Nick

Section
Staff History
Roster
Attendance
Grading By Task
Grading By Student
Roster Setup
Roster Batch Edit

☐ New Primary Teacher   ☐ New Teacher   ☐ New Section Staff

**Staff History**

Name	Start Date	End Date	District Assignment
<b>Primary Teacher</b>			
Easter, Nick			
<b>Teacher</b>			
Johnson, Candy			
<b>Section Staff</b>			
Godsey, Cindy			